



The Purchasing Memo

Date: May 23, 2025

To: Mark Scott, City Manager

From: Julie Sanchez, Youth and Family Services Division Director *JJS*

Via: Henri Hammond-Paul, Community Health and Safety Department Director *HH*

Sierra Vigil-Trujillo, Youth and Family Services Project Administrator *SVT*

Subject: Development of a Comprehensive Santa Fe-Specific Immigrant Toolkit

Vendor Name: New Mexico Immigrant Law Center

Munis Vendor Number: 4146

ITEM AND ISSUE:

The Community Health and Safety Department Respectfully Requests Your Review and Approval of a Professional Services Contract in the total amount of \$30,000 for the Development of a Comprehensive Santa Fe-Specific Immigrant Toolkit for a term Ending on June 30, 2026 with New Mexico Immigrant Law Center. (Julie Sanchez, Youth and Family Services Division Director, jjsanchez@santafenm.gov)

CONTRACT NUMBER:

The FY25 Munis contract number is 3250612.

BACKGROUND AND SUMMARY:

The City of Santa Fe's Youth and Family Services Division received an allocation of funding from the Governing Body to partner with various local non-profit organizations to support the development of a comprehensive toolkit for immigrant populations that includes resources, safety planning, wellness services, and sanctuary places. The partnership was also intended to fund community education initiatives, workshops, services, and training aimed at increasing awareness, providing critical support, and ensuring the safety and well-being of immigrants. The goal is to empower immigrants with essential knowledge, resources, and community connections to help them feel safe and supported.

In March 2025 the Youth and Family Services Division released RFQ # 25138: Funding Support for Toolkit Development, Community Education, and Services for Immigrants, which resulted in the awarding of five professional services contracts.

PRIOR APPROVALS AND SUPPORTING INFORMATION:

FUNDING SOURCE:

Fund Name/Number: General Fund/100

Munis Org Name/Number: Human Services/2400122

Munis Object Name/Number: Grants and Services/510400

Budget Officer / Designee: *CLK* ALEXIS LOTERO (Jun 6, 2025 11:53 MDT) **Date:** 06/06/2025

Budget Officer Comment/Exceptions: _____

PROCUREMENT METHOD:

The procurement method used was **NMSA 1978, Section 13-1-125, Small Purchase**

In March 2025 the Youth and Family Services Division released RFQ # 25138: Funding Support for Toolkit Development, Community Education, and Services for Immigrants, in which New Mexico Immigrant Law Center was selected to develop a comprehensive Santa Fe-specific immigrant toolkit.

Chief Procurement Officer (CPO)/Designee: *JoAnn Lovato Montano* **Date:** 06/09/2025

CPO Comment/Exceptions: _____

ASSOCIATED APPROVALS:

IT Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Treasury/Point of Sale Components included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Vehicles included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Construction to City Facilities, Furniture, and/or Fixtures included? ☐ Yes | ☒ No

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this an externally funded purchase? ☐ Yes | ☒ No

If yes, what is the issuing agency: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

Is this a Capital Asset or Project? ☐ Yes | ☒ No

Project Ledger Number: _____

Approval: _____ **Title:** _____ **Date:** _____

Comment/Exceptions: _____

ATTACHMENTS:

Horizons declination

CPO Service Determination Email

Procurement document: Screenshot of Munis Request for Quotes (RFQ)

Vendor's Quote

Certificate of Liability Insurance (COI) (add City as an additional insured, project specifics, contact person, and primary project location)

Professional Services Contract











NMILC Toolkit Memo

Final Audit Report

2025-05-27

Created:	2025-05-23
By:	Sierra Trujillo (svtrujillo@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAfasW60Qyle6npR-NOb-qySjgp8IYYkZf

"NMILC Toolkit Memo" History

-  Document created by Sierra Trujillo (svtrujillo@santafenm.gov)
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CITY OF SANTA FE
PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into by and between the City of Santa Fe, New Mexico, hereinafter referred to as the “City,” and **NEW MEXICO IMMIGRANT LAW CENTER** hereinafter referred to as the “Contractor,” and is effective as of the date set forth below upon which it is executed by the Parties.

RECITALS

WHEREAS, the Chief Procurement Officer of the City has made the determination that this Agreement is in accordance with the provisions of the New Mexico Procurement Code (NMSA 1978, 13-1-28 et seq.) pursuant to NMSA 1978, section 13-1-125 and

WHEREAS, the CPO has determined that is contract qualifies as a “small purchase” under the procurement code, NMSA 1978, section 13-1-125.

WHEREAS, the Contractor is one of such requisite and qualifications and is willing to engage with the City for professional services, in accordance with the terms and conditions hereinafter set out, and the Contractor understanding and consenting to the foregoing is willing to render such professional services as outlined in the Agreement; and

The City and the Contractor hereby agree as follows:

1. Scope of Work

The Contractor shall provide the following services-for the City:

- A. Create a comprehensive Santa Fe-specific toolkit tailored for educators, immigrant students, and their families to address the following:
 - a. Equip educators, students, and families with clear explanations of their legal rights related to immigration enforcement, detention, and deportation.
 - b. Leverage the collective expertise of specialized legal and community partners to integrate critical family law guidance unique to New Mexico, addressing kinship guardianship, caregiver affidavits, and power of attorney, which are essential for maintaining family stability and continuity of care in cases of parental detention or deportation.

Deliverables:

- A. Prepare and submit draft of the toolkit with invoice for program expense reimbursement.

2. Standard of Performance; Licenses

A. The Contractor does hereby accept its designation as a professional service, rendering services related to the development of a comprehensive Santa Fe-specific immigrant toolkit for the City, as set forth in this Agreement. The Contractor represents that Contractor possesses the personnel, experience, and knowledge necessary to perform the services described under this Contract.

B. The Contractor agrees to obtain and maintain throughout the term of this Contract, all applicable professional and business licenses required by law, for itself, its employees, agents, representatives, and subcontractors.

3. Compensation

A. The City shall pay to the Contractor in full payment for services satisfactorily performed with such compensation not to exceed \$30,000, including gross receipts tax. **The total amount payable to the Contractor under this Agreement, including gross receipts tax and expenses, shall not exceed \$30,000.**

B. Payment. The total compensation under this Agreement shall not exceed **\$30,000. This amount is a maximum and not a guarantee that the work assigned to be performed by Contractor under this Agreement shall equal the amount stated herein.** The Parties do not intend for the Contractor to continue to provide Services without compensation when the total compensation amount is reached. Contractor is responsible for notifying the City when the Services provided under this Agreement reach the total compensation amount. In no event will the Contractor be paid for Services provided in excess of the total compensation amount without this Agreement being amended in writing prior to services, in excess of the total compensation amount being provided.

C. Payment shall be made upon Acceptance of each Deliverable and upon the receipt and Acceptance of a detailed, certified Payment Invoice. Payment will be made to the Contractor's designated mailing address. In accordance with Section 13-1-158 NMSA 1978, payment shall be tendered to the Contractor within thirty (30) days of the date of written certification of Acceptance. All Payment Invoices **MUST BE** received by the City no later than fifteen (15) days after the termination of this Agreement. Payment Invoices received after such date **WILL NOT BE PAID.**

D. **Notice of Extended Payment Provision For Grant Funded Contracts.** This contract allows the City to make payment within 45 days after submission of an undisputed request for payment.

4. Term

THIS CONTRACT SHALL NOT BECOME EFFECTIVE UNTIL APPROVED BY THE CITY. This Contract shall terminate unless terminated **June 30, 2026** pursuant to paragraph 5 (Termination) and paragraph 6 (Appropriations). The City reserves the right to renew this contract on an annual basis by mutual agreement not to exceed a total of four (4) years in accordance with NMSA 1978, Sections 13-1-150 through 152.

5. Termination

A. Grounds. The City may terminate this Agreement for convenience or cause. For contracts within their authority, the City Manager or their designee is authorized to provide the notice of termination, otherwise such notice of termination shall be provided by the Mayor or their designee as authorized by the Governing Body. The Contractor may only terminate this Agreement based upon the City's uncured, material breach of this Agreement.

B. Notice; City Opportunity to Cure.

- 1) The City shall give Contractor written notice of termination at least thirty (30) days prior to the intended date of termination.
- 2) Contractor shall give City written notice of termination at least thirty (30) days prior to

the intended date of termination, which notice shall (i) identify all the City's material breaches of this Agreement upon which the termination is based and (ii) state what the City must do to cure such material breaches. Contractor's notice of termination shall only be effective (i) if the City does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the City does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach.

3) Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor (i) if the Contractor becomes unable to perform the services contracted for, as determined by the City; (ii) if, during the term of this Agreement, the Contractor is suspended or debarred by the City; or (iii) the Agreement is terminated pursuant to Paragraph 6, "Appropriations", of this Agreement.

C. Liability. Except as otherwise expressly allowed or provided under this Agreement, the City's sole liability upon termination shall be to pay for acceptable work performed prior to the Contractor's receipt or issuance of a notice of termination; provided, however, that a notice of termination shall not nullify or otherwise affect either party's liability for pre-termination defaults under or breaches of this Agreement. The Contractor shall submit an invoice for such work within thirty (30) days of receiving or sending the notice of termination. *THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE CITY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.*

6. Appropriations

The terms of this Contract are contingent upon sufficient appropriations and authorization being made by the Governing Body for the performance of this Contract. If sufficient appropriations and authorization are not made by the Governing Body, this Contract shall terminate immediately upon written notice being given by the City to the Contractor. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the City proposes an amendment to the Contract to unilaterally reduce funding, the Contractor shall have the option to terminate the Contract or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

7. Status of Contractor

The Contractor and its agents and employees are independent contractors performing professional services for the City and are not employees of the City. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of City vehicles, or any other benefits afforded to employees of the City as a result of this Contract. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the City unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

8. Assignment

The Contractor shall not assign or transfer any interest in this Contract or assign any claims for money due or to become due under this Contract without the prior written approval of the City.

9. Subcontracting

The Contractor shall not subcontract any portion of the services to be performed under this Contract without the prior written approval of the City. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Contract, nor shall any subcontract obligate direct payment from the City.

10. Release

Final payment of the amounts due under this Contract shall operate as a release of the City, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Contract.

11. Confidentiality

Any confidential information provided to or developed by the Contractor in the performance of this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the City.

12. Product of Service -- Copyright

All materials developed or acquired by the Contractor under this Contract shall become the property of the City and shall be delivered to the City no later than the termination date of this Contract. Nothing developed or produced, in whole or in part, by the Contractor under this Contract shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

13. Conflict of Interest; Governmental Conduct Act

- A. The Contractor represents and warrants that it presently has no interest and, during the term of this Contract, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Contract.
- B. The Contractor further represents and warrants that it has complied with, and, during the term of this Contract, will continue to comply with, and that this Contract complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978.
- C. Contractor's representations and warranties in Paragraphs A and B of this Article are material representations of fact upon which the City relied when this Contract was entered into by the parties. Contractor shall provide immediate written notice to the City if, at any time during the term of this Contract, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article were erroneous on the effective date of this Contract or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the City and notwithstanding anything in the Contract to the contrary, the City may immediately terminate the Contract.
- D. All terms defined in the Governmental Conduct Act have the same meaning in this section.

14. Amendment

- A. This Agreement shall not be altered, changed, or amended except by instrument in writing executed by the parties hereto and all other required signatories.
- B. If the City proposes an amendment to the Contract to unilaterally reduce funding due to budget or other considerations, the Contractor shall, within thirty (30) days of receipt of the proposed Amendment, have the option to terminate the Contract, pursuant to the termination provisions as set forth in Article 4 herein, or to agree to the reduced funding.

15. Entire Agreement.

This Agreement, together with any other documents incorporated herein by reference and all related Exhibits and Schedules constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. In the event of any inconsistency between the statements in the body of this Agreement, and the related Exhibits and Schedules, the statements in the body of this Agreement shall control.

16. Merger

This Contract incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements, and understandings have been merged into this written contract.

All terms and conditions of the **RFQ 25138: Funding Support for Toolkit Development, Community Education, and Services for Immigrants** and the Contractor's response to such document(s) are incorporated herein by reference and is included in the order of precedence.

No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Contract.

17. Penalties for violation of law

NMSA 1978, sections 13-1-28 through 13-1-199, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities, and kickbacks.

18. Equal Opportunity Compliance

The Contractor agrees to abide by all federal and state laws and rules and regulations, and Santa Fe City Code, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Contract. If Contractor is found not to be in compliance with these requirements during the life of this Contract, Contractor agrees to take appropriate steps to correct these deficiencies.

19. Applicable Law

The laws of the State of New Mexico shall govern this Contract, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with NMSA 1978, section 38-3-2. By execution of this Contract, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Contract.

20. Workers Compensation

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Contract may be terminated by the City.

21. Professional Liability Insurance

Contractor shall maintain professional liability insurance throughout the term of this Contract providing a minimum coverage in the amount required under the New Mexico Tort Claims Act. The Contractor shall furnish the City with proof of insurance of Contractor's compliance with the provisions of this section as a condition prior to performing services under this Contract.

22. Other Insurance

If the services contemplated under this Contract will be performed on or in City facilities or property, Contractor shall maintain in force during the entire term of this Contract, the following insurance coverage(s), naming the City as additional insured.

A. **Commercial General Liability** insurance shall be written on an occurrence basis and be a broad as ISO Form CG 00 01 with limits not less than \$2,000,000 per occurrence and \$2,000,000 in the aggregate for claims against bodily injury, personal and advertising injury, and property damage. Said policy shall include broad form Contractual Liability coverage and be endorsed to name the City of Santa Fe their officials, officers, employees, and agents as additional insureds.

B. **Broader Coverage and Limits.** The insurance requirements under this Contract shall be the greater of (1) the minimum coverage and limits specified in this Contract, or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the Named Insured. It is agreed that these insurance requirements shall not in any way act to reduce coverage that is broader or that includes higher limits than the minimums required herein. No representation is made that the minimum insurance requirements of this Contract are sufficient to cover the obligations of Contractor hereunder.

C. Contractor shall maintain the above insurance for the term of this Contract and name the City as an additional insured and provide for 30 days cancellation notice on any Certificate of Insurance form furnished by Contractor. Such certificate shall also specifically state the coverage provided under the policy is primary over any other valid and collectible insurance and provide a waiver of subrogation.

23. Records and Financial Audit

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Contract's term and effect and retain them for a period of three (3) years from the date of final payment under this Contract. The records shall be subject to inspection by the City. The City shall have the right to audit billings both before and after payment. Payment under this Contract shall not foreclose the right of the City to recover excessive or illegal payments.

24. Indemnification

The Contractor shall defend, indemnify and hold harmless the City from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Contract, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Contract. If any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Contract is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the City.

25. New Mexico Tort Claims Act

Any liability incurred by the City of Santa Fe in connection with this Contract is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The City and its “public employees” as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Contract modifies or waives any provision of the New Mexico Tort Claims Act.

26. Invalid Term or Condition

If any term or condition of this Contract shall be held invalid or unenforceable, the remainder of this Contract shall not be affected and shall be valid and enforceable.

27. Enforcement of Contract

A party's failure to require strict performance of any provision of this Contract shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Contract shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

28. Notices

Any notice required to be given to either party by this Contract shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the City: Youth and Family Services Division
 P.O. Box 909
 Santa Fe, NM 87504
 jjsanchez@santafenm.gov

To the Contractor: New Mexico Immigrant Law Center
 1234A Felipe Ave
 Santa Fe, NM 87505
 jlandau@nmilc.org

29. Authority

If Contractor is other than a natural person, the individual(s) signing this Contract on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter a binding contract.

30. Non-Collusion

In signing this Agreement, the Contractor certifies the Contractor has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the City's Chief Procurement Officer.

31. Default/Breach

In case of Default and/or Breach by the Contractor, for any reason whatsoever, the City may procure the goods or services from another source and hold the Contractor responsible for any resulting excess costs and/or

damages, including but not limited to, direct damages, indirect damages, consequential damages, special damages, and the City may also seek all other remedies under the terms of this Agreement and under law or equity.

32. Equitable Remedies

The Contractor acknowledges that its failure to comply with any provision of this Agreement will cause the City irrevocable harm and that a remedy at law for such a failure would be an inadequate remedy for the City, and the Contractor consents to the City's obtaining from a court of competent jurisdiction, specific performance, or injunction, or any other equitable relief in order to enforce such compliance. The City's rights to obtain equitable relief pursuant to this Agreement shall be in addition to, and not in lieu of, any other remedy that the City may have under applicable law, including, but not limited to, monetary damages.

33. Default and Force Majeure


The City reserves the right to cancel all, or any part of any orders placed under this Agreement without cost to the City, if the Contractor fails to meet the provisions of this Agreement and, except as otherwise provided herein, to hold the Contractor liable for any excess cost occasioned by the City due to the Contractor's default. The Contractor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Contractor; such causes include, but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the City shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery scheduled. The rights and remedies of the City provided in this Clause shall not be exclusive and are in addition to any other rights now being provided by law or under this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Contract as of the date of the signature by the required approval authorities below.



CITY OF SANTA FE:

CONTRACTOR:


Mark Scott (Jun 18, 2025 12:15 MDT)
MARK SCOTT, CITY MANAGER
06/18/2025


Jenny Landau (May 27, 2025 07:58 MDT)
JENNIFER LANDAU, EXECUTIVE DIRECTOR
DATE: **05/27/2025**
NMBTIN#: **03-197869-00-0**

ATTEST:


ANDREA SALAZAR (Jun 18, 2025 13:29 MDT)
CITY CLERK 

CITY ATTORNEY'S OFFICE:


Patricia Feghali (May 23, 2025 11:17 MDT)
ASSISTANT CITY ATTORNEY

APPROVED FOR FINANCES:



FINANCE DIRECTOR











NMILC Toolkit Contract

Final Audit Report

2025-05-27

Created:	2025-05-23
By:	JULIE KENNY (jckenny@santafenm.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA5f60caItU5i0CX6Zw01X4il87yWEMVGZ

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-  Signer pcfeghali@santafenm.gov entered name at signing as Patricia Feghali
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-  Document e-signed by Jenny Landau (jlandau@nmilc.org)
Signature Date: 2025-05-27 - 1:58:05 PM GMT - Time Source: server- IP address: 73.228.3.146
-  Agreement completed.
2025-05-27 - 1:58:05 PM GMT

TRUJILLO, SIERRA V.

From: DUTTON-LEYDA, TRAVIS K.
Sent: Friday, February 28, 2025 2:20 PM
To: TRUJILLO, SIERRA V.; Purchasing DET
Subject: RE: Determination Request: Funding Support for Toolkit Development, Community Education, and Services for Immigrants

Greetings,

The scope of work as written would be Professional Services. This determination relates only to that question and is no comment on whether the scope of work or procurement method meet all legal standards. I reserve the right to change this determination if the scope of work differs from the scope of work submitted for the original determination. This procurement must be conducted using the processes and procedures set forth by the City of Santa Fe, Central Purchasing, the Procurement Manual, and state statutes.

Please note:

- Save this email as a PDF and upload it into the corresponding Munis records.
- Check with WorkQuest dba Horizons of New Mexico (mloehman@horizonsofnewmexico.org) if this service appears on their approved list.
- If your request includes anything that needs to be reviewed and preapproved by another City Department/Division, please send the same SOW to the corresponding email address and include their response in your packet/Munis.

-IT components (anything IT) - ereview@santafenm.gov

-Vehicles – dmjaramillo@santafenm.gov

-Grants - grants@santafenm.gov

- Construction, Facilities, Furniture, Fixtures, Equipment, etc. - jsburnett@santafenm.gov

-Emergency Related Purchases - bgwilliams@santafenm.gov

-Asset over \$5k - jxbolden@santafenm.gov

- Ensure that the appropriate templates and forms are used https://intranet.santafenm.gov/finance_1 and documented [procedures/laws/rules](#) are followed. _
- > \$20k per year, when processing this procurement, please ensure the procurement number issued by Munis and the procurement name are used in the appropriate documents and the subject of emails.
- If you are processing a procurement where the forecasted amount is >= \$60k, per NMSA 1978, Section 13-1-102, if you aren't using a cooperative or existing contract, you must process an RFP.
- < \$20k per year, one quote is acceptable.
- From \$20k to \$60k per year, if you aren't using a cooperative or existing contract, you'll need to provide 3 quotes in your req. Must use the Munis Bid Module after 12/21/2023.

- Figure out your funding source and **inform Purchasing**. To ensure that the proper documents and language are used, it is important to identify the funding source for the subsequent contract. For instance, if federal funds are involved, the procurement request and subsequent contract must include the necessary federal language. Therefore, it is crucial to determine the funding source beforehand.
- Review the pages linked below to determine whether any of the existing price agreements/contracts or cooperative agreements are applicable to this request. You might be able to use an existing price agreement/contract to save time and money.
 - <https://www.generalservices.state.nm.us/state-purchasing/statewide-price-agreements/> (if you choose to use a Statewide, you do not need to ask Horizons if they can do the work. State Purchasing must offer the SOW to Horizons prior to placing the award on their website.)
 - <https://naspo.valuepoint.org/categories/>
 - <https://www.omniapartners.com/publicsector/contracts>
 - <https://www.buyboard.com/home.aspx>
 - <https://www.h-gac.com/Home>
 - <https://www.gsaelibrary.gsa.gov/>
 - <https://www.sourcewell-mn.gov/contract-search>
- Submit or send your request to the appropriate MS Teams channel or email address:
 - RFPs requests to <https://teams.microsoft.com/l/channel/19%3ad63b9c8b586d424fa5eed34177146ac5%40thread.tacv2/RFP%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
 - ITBs requests to <https://teams.microsoft.com/l/channel/19%3a48e1e4588c0440a09cfbd9b907ed42d4%40thread.tacv2/ITB%2520Requests?groupId=a367d8c2-992f-4c74-8e7d-0ccb6950c9a1&tenantId=77b69f5a-55ed-4363-8616-4867b0bc707f>
 - Determination requests to purchasing_det@santafenm.gov
 - And all other requests to purchasing@santafenm.gov

Thank you for submitting this scope of work for my review.

Regards,

Travis Dutton-Leyda
 Chief Procurement Officer
 City of Santa Fe
 200 Lincoln Avenue
 Santa Fe, NM 87501
 505-629-8351
tkduttonleyda@santafenm.gov

<https://santafenm.gov/finance-2/purchasing-1>

Internal Link: https://intranet.santafenm.gov/finance_1



"The future belongs to those who believe in the beauty of their dreams." — Eleanor Roosevelt

From: TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov>

Sent: Friday, February 28, 2025 2:19 PM

To: Purchasing DET <purchasing_det@santafenm.gov>

Cc: DUTTON-LEYDA, TRAVIS K. <tkduttonleyda@santafenm.gov>

Subject: Determination Request: Funding Support for Toolkit Development, Community Education, and Services for Immigrants

Good afternoon,

The Youth and Family Services Division is requesting a determination on the following scope of work. The funding allocated for each project has a maximum limit of \$60,000.

Scope of Work:

1. Toolkit Creation:

- **Resource Identification:** Work with community partners, legal advocates, and service providers to identify and compile essential resources for immigrants. This includes information on legal rights, health services, housing assistance, mental health care, language access, and more.
- **Safety Planning:** Develop materials and guides outlining safety planning for immigrants, including advice on how to protect themselves from detention or deportation, steps to take in emergencies, and how to access legal services.
- **Wellness Resources:** Include information about mental health services, community wellness programs, and healthcare resources, focusing on immigrant-specific needs and barriers.
- **Sanctuary Spaces:** Compile a list of sanctuary places, including safe spaces like community centers, houses of worship, and nonprofit organizations that provide sanctuary or support to immigrants.
- **Toolkit Format:** Design and produce the toolkit in accessible formats, including printed copies, digital formats, and versions available in multiple languages. Ensure the toolkit is user-friendly and culturally appropriate.
- **Distribution Plan:** Develop a strategy for distributing the toolkit widely to immigrant communities, service providers, and local organizations.

2. Community Education and Workshops:

- **Curriculum Development:** Develop curricula for workshops and educational programs that address immigrant rights, safety planning, available community resources, and wellness.
- **Workshops and Training:** Fund and organize a series of workshops and training sessions for immigrant populations. These may cover topics such as:
 - Legal rights and protections for immigrants.
 - Mental health and wellness support.
 - Accessing healthcare, housing, and social services.
 - Navigating local systems and services.
 - Safety and emergency preparedness.
- **Targeted Audiences:** Ensure that educational programs are designed for immigrants of various backgrounds, including those with limited English proficiency, and that they cater to the unique needs of different immigrant groups.

3. Immigrant Services:

- **Provide Essential Services:** Fund nonprofit partners to provide direct services such as legal aid, mental health counseling, language assistance, and help with navigating public systems.
- **Access to Resources:** Support the distribution of the toolkit alongside in-person consultations, phone hotlines, and community outreach, ensuring immigrants know where to access services.
- **Collaborate with Local Organizations:** Work with local nonprofits, religious organizations, community centers, and other entities to ensure that immigrants can access the resources and support they need.

4. Training for Service Providers:

- **Cultural Competency Training:** Provide funding for training programs that help local service providers (e.g., social workers, healthcare providers, educators) become more culturally competent and better equipped to work with immigrant populations.
- **Rights Education for Service Providers:** Fund workshops that educate local service providers about immigrant rights and how to support individuals from diverse backgrounds.
- **Collaborative Training Sessions:** Develop joint training sessions where immigrant communities and service providers can engage, learn, and collaborate on best practices for supporting immigrants in the community.

5. Outreach and Promotion:

- **Public Awareness Campaign:** Fund a marketing campaign to raise awareness about the toolkit, workshops, and services available to immigrants. Utilize social media, community events, and partnerships with local media outlets to ensure wide reach.
- **Engagement with Immigrant Communities:** Support outreach efforts to directly engage with immigrant communities, including door-to-door campaigns, informational meetings, and collaborations with immigrant advocacy groups.

6. Monitoring, Evaluation, and Reporting:

- **Impact Assessment:** Develop methods to track the effectiveness of the toolkit distribution, workshops, and services provided. This could include surveys, focus groups, and feedback from participants to assess the impact of the initiative.
- **Quarterly Progress Reports:** Provide regular updates on project milestones, spending, and the effectiveness of community education programs, workshops, and services.
- **Final Evaluation:** At the end of the project, conduct a thorough evaluation of the project's success and provide a final report with recommendations for continued support and future initiatives.

Deliverables:

1. **Immigrant Resource Toolkit:** A complete and accessible toolkit, including resources for safety planning, wellness, sanctuary places, and immigrant rights, available in various languages and formats.
2. **Community Education Reports:** Detailed reports on workshops, training sessions, and educational initiatives, including the number of participants, topics covered, and key outcomes.
3. **Service Delivery Summary:** A report summarizing the services provided to immigrants, including legal aid, mental health support, language assistance, and resource navigation.
4. **Outreach Materials:** Marketing materials such as flyers, social media content, and event materials designed to promote the toolkit, services, and workshops.

5. **Monitoring and Evaluation Reports:** Progress reports throughout the project, as well as a final evaluation report outlining the success of the project and areas for improvement.

Multiple awards may be available for this solicitation.

Best,

Sierra Vigil-Trujillo

Project Administrator

Youth & Family Services Division

(505) 955-6824



CITY OF SANTA FE

TRUJILLO, SIERRA V.

From: Matt Loehman <mloehman@horizonsofnewmexico.org>
Sent: Friday, February 28, 2025 2:33 PM
To: TRUJILLO, SIERRA V.
Subject: Re: Service Request: Toolkit Development, Community Education, and Services for Immigrants

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon -

Thank you very much for the opportunity, but we will decline this procurement.

Best regards,

Matt

Matt Loehman
Executive Director

Horizons of New Mexico
6121 Indian School Rd. NE, Suite 220
Albuquerque, NM 87110

office phone: (505) 345-1540
email: mloehman@horizonsofnewmexico.org
web: www.horizonsofnewmexico.org

The State Use Act helps people with disabilities become gainfully employed, and it saves you valuable time and resources otherwise used during the procurement process.

On Fri, Feb 28, 2025 at 2:30 PM TRUJILLO, SIERRA V. <svtrujillo@santafenm.gov> wrote:

Good afternoon,

The Youth and Family Services Division is requesting the following services to support toolkit development, community education, and services for immigrants. Below is the scope of work.

Scope of Work:

1. Toolkit Creation:

1. **Resource Identification:** Work with community partners, legal advocates, and service providers to identify and compile essential resources for immigrants. This includes information on legal rights, health services, housing assistance, mental health care, language access, and more.
2. **Safety Planning:** Develop materials and guides outlining safety planning for immigrants, including advice on how to protect themselves from detention or deportation, steps to take in emergencies, and how to access legal services.
3. **Wellness Resources:** Include information about mental health services, community wellness programs, and healthcare resources, focusing on immigrant-specific needs and barriers.
4. **Sanctuary Spaces:** Compile a list of sanctuary places, including safe spaces like community centers, houses of worship, and nonprofit organizations that provide sanctuary or support to immigrants.
5. **Toolkit Format:** Design and produce the toolkit in accessible formats, including printed copies, digital formats, and versions available in multiple languages. Ensure the toolkit is user-friendly and culturally appropriate.
6. **Distribution Plan:** Develop a strategy for distributing the toolkit widely to immigrant communities, service providers, and local organizations.

2. Community Education and Workshops:

1. **Curriculum Development:** Develop curricula for workshops and educational programs that address immigrant rights, safety planning, available community resources, and wellness.
2. **Workshops and Training:** Fund and organize a series of workshops and training sessions for immigrant populations. These may cover topics such as:
 1. Legal rights and protections for immigrants.
 2. Mental health and wellness support.
 3. Accessing healthcare, housing, and social services.
 4. Navigating local systems and services.
 5. Safety and emergency preparedness.
3. **Targeted Audiences:** Ensure that educational programs are designed for immigrants of various backgrounds, including those with limited English proficiency, and that they cater to the unique needs of different immigrant groups.

3. Immigrant Services:

1. **Provide Essential Services:** Fund nonprofit partners to provide direct services such as legal aid, mental health counseling, language assistance, and help with navigating public systems.
2. **Access to Resources:** Support the distribution of the toolkit alongside in-person consultations, phone hotlines, and community outreach, ensuring immigrants know where to access services.
3. **Collaborate with Local Organizations:** Work with local nonprofits, religious organizations, community centers, and other entities to ensure that immigrants can access the resources and support they need.

4. Training for Service Providers:

1. **Cultural Competency Training:** Provide funding for training programs that help local service providers (e.g., social workers, healthcare providers, educators) become more culturally competent and better equipped to work with immigrant populations.
2. **Rights Education for Service Providers:** Fund workshops that educate local service providers about immigrant rights and how to support individuals from diverse backgrounds.
3. **Collaborative Training Sessions:** Develop joint training sessions where immigrant communities and service providers can engage, learn, and collaborate on best practices for supporting immigrants in the community.
5. **Outreach and Promotion:**
 1. **Public Awareness Campaign:** Fund a marketing campaign to raise awareness about the toolkit, workshops, and services available to immigrants. Utilize social media, community events, and partnerships with local media outlets to ensure wide reach.
 2. **Engagement with Immigrant Communities:** Support outreach efforts to directly engage with immigrant communities, including door-to-door campaigns, informational meetings, and collaborations with immigrant advocacy groups.
6. **Monitoring, Evaluation, and Reporting:**
 1. **Impact Assessment:** Develop methods to track the effectiveness of the toolkit distribution, workshops, and services provided. This could include surveys, focus groups, and feedback from participants to assess the impact of the initiative.
 2. **Quarterly Progress Reports:** Provide regular updates on project milestones, spending, and the effectiveness of community education programs, workshops, and services.
 3. **Final Evaluation:** At the end of the project, conduct a thorough evaluation of the project's success and provide a final report with recommendations for continued support and future initiatives.

Deliverables:

1. **Immigrant Resource Toolkit:** A complete and accessible toolkit, including resources for safety planning, wellness, sanctuary places, and immigrant rights, available in various languages and formats.
2. **Community Education Reports:** Detailed reports on workshops, training sessions, and educational initiatives, including the number of participants, topics covered, and key outcomes.
3. **Service Delivery Summary:** A report summarizing the services provided to immigrants, including legal aid, mental health support, language assistance, and resource navigation.
4. **Outreach Materials:** Marketing materials such as flyers, social media content, and event materials designed to promote the toolkit, services, and workshops.
5. **Monitoring and Evaluation Reports:** Progress reports throughout the project, as well as a final evaluation report outlining the success of the project and areas for improvement.

Multiple awards may be available for this solicitation.

Sierra Vigil-Trujillo

Project Administrator

Youth & Family Services Division

(505) 955-6824



CITY OF SANTA FE

Bid Number: 25138

Created, 02/27/2025

		Bid Preparation	Accepting Proposals	Awarding	Closed
Bid Evaluations					
Bid Evaluators	<input type="checkbox"/>	LAS CUMBRES COMMUNI... Total: \$60,000.00 Evaluation Score: 0			
Attachments		Award All			
Events					
Vendor Bidding	<input type="checkbox"/>	NEW MEXICO IMMIGRANT... Total: \$60,000.00 Evaluation Score: 0			
Addenda		Award All			

Hide

Hide

Bid Preparation

Accepting Proposals

Awarding

Closed

LAS CUMBRES COMMUNI...

Total: \$60,000.00

Evaluation Score: 0

Award All

Total: \$60,000.00

Award Group

NEW MEXICO IMMIGRANT...

Total: \$60,000.00


Evaluation Score: 0

Award All

Total: \$60,000.00

Award Group

**Funding Support for Toolkit
Development, Community Education
and Services for Immigrants Youth and
Family Services Division
RFQ No.
Cover letter
FY25**

Name of Offeror/Organization: New Mexico Immigrant Law Center	
Contact Name/Title: Jennifer Landau, Executive Director	
Email Address: jlandau@nmilc.org	
Phone Number: 505-247-1023	
Brief Project Description: NMILC will create a comprehensive, multilingual Santa Fe-specific toolkit providing accurate legal resources, safety planning guidance, and wellness support tailored explicitly for immigrant students, families, and educators. Developed collaboratively with Community in Schools and Pegasus Legal Service for Children, the toolkit will empower immigrant communities by directly addressing urgent questions and needs emerging from local schools amid increased immigration enforcement.	
City of Santa Fe Business Registration # 224307	
TAX ID # 27-3303237	
State CRS # 03-197869-00-0	
	
<u>Jennifer Landau, Executive Director</u>	
Name/Signature of Authorized Signatory on Behalf of Offeror	Date 03/21/2025

SECTION A: PROPOSED IMPLEMENTATION PLAN

PROGRAM GOALS AND APPROACH:

1. **Clearly define the goals of your project and how they align with the needs of immigrant populations:** The overarching goal of this project is to create a comprehensive, Santa Fe-specific toolkit tailored explicitly for educators, immigrant students, and their families. The toolkit will serve as a critical resource providing accurate, up-to-date legal information, self-guided resources, and actionable strategies to navigate urgent immigration issues arising in educational settings. The specific goals are:
 1. Equip educators, students, and families with clear explanations of their legal rights related to immigration enforcement, detention, and deportation.
 2. Offer detailed, accessible guidance for immigrant families to proactively plan for the potential of detention or deportation, as well as separation of families, reducing trauma and uncertainty.
 3. Provide self-help materials, including templates for immigration and family law matters, enabling families to take informed and immediate steps without needing to wait for external assistance.
 4. Provide timely updates and clear explanations regarding recent changes to federal sanctuary guidelines, specifically addressing how increased immigration enforcement in previously protected locations, such as schools, could impact immigrant families' safety, engagement, and educational outcomes.
 5. Ensure wide accessibility through multilingual resources, including a "Know Your Rights" YouTube presentation in Spanish, English, Arabic, and French, addressing linguistic barriers commonly faced by immigrant populations in Santa Fe.
 6. Leverage the collective expertise of specialized legal and community partners to integrate critical family law guidance unique to New Mexico, addressing kinship guardianship, caregiver affidavits, and powers of attorney, which are essential for maintaining family stability and continuity of care in cases of parental detention or deportation.

These goals directly align with the expressed needs of immigrant populations in Santa Fe. Since the new federal administration began, calls to NMILC seeking immigration-related legal guidance have more than tripled, highlighting the escalating urgency for reliable, clear, and immediately accessible information. For the last several months, NMILC has been meeting with Community in Schools and Pegasus Legal Services for Children to discuss the needs for a collaborative toolkit. This toolkit responds directly to real and emerging concerns raised by educators, students, and families within Santa Fe's immigrant community, empowering them to navigate complex legal processes, safeguard their families, and maintain stability amidst uncertainty.

2. **Outline your approach for toolkit development:** Our approach to toolkit development begins with an extensive review of national best practices, ensuring that the Santa Fe-specific toolkit integrates proven methodologies and standards recognized across the country, but tailored carefully to reflect our local context and distinctive regional needs. Immigration and Children's law attorneys from both NMILC and Pegasus Legal Services will play an integral role in creating and meticulously reviewing all toolkit content, guaranteeing legal accuracy and addressing state-specific issues unique to New Mexico. Specifically, the toolkit will provide updates and clear explanations regarding recent federal changes eliminating sanctuary protections at sensitive locations, detailed safety planning documents addressing asset protection and passport applications for children and steps to take during encounters with ICE, and practical self-help

materials such as caregiver affidavits, powers of attorney, and kinship guardianship templates crucial for family preparedness in cases of detention or deportation.

In developing comprehensive resource identification, NMILC will closely partner with Community in Schools, a nonprofit organization deeply embedded within school communities, providing essential wraparound support to students and families. Community in Schools will contribute significantly by identifying and curating additional resources specific to Santa Fe, particularly around wellness and community support systems, ensuring our resource lists directly align with the needs of the immigrant community we serve. Simultaneously, our collaboration with Pegasus Legal Services will enhance the resource identification process by providing expert input on issues of guardianship, kinship care, caregiver affidavits, and powers of attorney, essential areas of family law that protect children's interests and ensure continuity of care in the event of parental deportation.

NMILC and Pegasus Legal Services will jointly conduct thorough legal research and writing to produce precise safety planning guidance tailored explicitly for immigrant families in Santa Fe. This will include legally accurate, practical information about legal guardianship of children, power of attorney, and asset protection—such as strategies to safeguard vehicles and personal property—and clear instructions on how to safely navigate interactions with Immigration and Customs Enforcement (ICE). Recognizing the shifting legal environment, the toolkit will also clearly outline recent changes to federal policy regarding sanctuary spaces and inform families about supportive organizations.

A core component of our approach will include conducting targeted focus groups with immigrant community members in Santa Fe. These sessions will ensure that the toolkit is clear, easy to understand, responsive to actual concerns, and empowering for families navigating difficult circumstances.

Wellness resources within the toolkit will be spearheaded by Community in Schools, leveraging their expertise and trusted relationships within local schools and communities. The emphasis will be placed on mental health resources and strategies to support emotional well-being, addressing the unique stressors immigrant families often experience.

The toolkit itself will be produced in accessible print and digital formats and will be translated into multiple languages prevalent within the immigrant community, including English, Spanish, Arabic, and French, with translation coordination led by Community in Schools. NMILC will host the toolkit digitally on our website, provide physical copies at our Santa Fe office, and further distribute the toolkit through our extensive network of partner organizations throughout the region.

Overall, this collaborative, multi-partner approach ensures the toolkit is legally sound, practically relevant, culturally sensitive, linguistically accessible, and broadly distributed, directly addressing the increased urgency and volume of immigrant community needs in Santa Fe amid current national policy shifts.

- 3. Specify how the program will empower and support immigrants:** This program will empower and support immigrants by providing trusted, accurate, and actionable information through partnerships with well-established local organizations. NMILC, recognized as a trusted legal advocate within the immigrant community, will ensure that families have access to timely, precise legal guidance specifically tailored to the evolving landscape of immigration enforcement. Community in Schools, already deeply embedded within Santa Fe schools and

trusted by immigrant families, will disseminate the toolkit directly where children and families spend significant amounts of time, ensuring resources reach the community effectively.

By pooling the collective expertise of NMILC, Pegasus Legal Services, and Community in Schools, the toolkit will equip immigrants with critical safety planning strategies, such as guardianships, power of attorneys, caregiver affidavits and protecting essential family assets—like vehicles—and clear steps on navigating encounters with ICE, significantly reducing fear and uncertainty. Moreover, the inclusion of comprehensive wellness resources developed and distributed by Community in Schools will support immigrants' mental and emotional well-being, addressing the acute stress many experience.

The program will also proactively educate immigrants on recent changes regarding sanctuary spaces, ensuring families remain informed of supportive organizations available for assistance in lieu of previously recognized sanctuary locations. Through these comprehensive, collaborative efforts, the program will empower immigrant families to advocate effectively for themselves, confidently navigate complex legal scenarios, and access community supports necessary to maintain stability and safety.

PROJECT TIMELINE AND MILESTONES:

4. **Provide a detailed timeline with key milestones:** In response to the urgency of community needs, the project will immediately begin with intensive planning and coordination meetings involving all partners, and will be completed by the end of quarter two. In Quarter 1 (July–September 2025), we will finalize the toolkit outline and template, comprehensively research national best practices, and complete preliminary legal research specific to immigration enforcement, family law, safety planning, and relevant state-specific regulations. In Quarter 2 (October–December 2025), we will finalize content creation, translation, and design, fully completing the comprehensive immigrant resource toolkit. Dissemination of both print and digital formats of the toolkit will begin toward the end of this quarter, ensuring timely distribution to immigrant families, educators, and community partners in Santa Fe. By completing the toolkit within the first two quarters of the grant period, we position ourselves to effectively utilize funding from other sources in Quarter 3 (January–March 2026) for intensive community outreach, workshops, and trainings, maximizing both the reach and impact of the toolkit in addressing the urgent needs of Santa Fe's immigrant community.

TARGET POPULATION:

5. **Define the specific immigrant populations served and their unique needs:** This program specifically aims to serve immigrant youth in Santa Fe, their parents, and families, with tailored resources directly addressing the concerns and issues emerging within school settings. Although designed primarily with these families and educators in mind, the toolkit's comprehensive nature means it will also serve as a valuable resource for the broader immigrant community in Santa Fe. Additionally, through our partnership with Community in Schools, the toolkit will reach a wider audience, including their extensive Alumni Network of former students who remain connected and continue to rely on their trusted resources.
6. **Explain how your program will address those needs and ensure accessibility:** We will ensure the toolkit directly responds to current, real-time needs expressed by Santa Fe families, students, and educators, particularly addressing frequent and urgent questions arising in local school communities. The toolkit will prioritize accessibility through multilingual translation into English, Spanish, Vietnamese, and Mandarin, meeting the linguistic needs of Santa Fe's diverse immigrant populations. Additionally, by making the toolkit available both digitally and in printed formats—and ensuring broad online accessibility—we will cater to varied preferences and

technological capacities within the community. Distribution will leverage trusted community partnerships, particularly through direct dissemination in schools via Community in Schools, further ensuring families easily and reliably receive the toolkit. Through these coordinated efforts, the program will effectively support immigrant families with accurate, culturally responsive, and immediately actionable resources.

PROGRAM SUSTAINABILITY:

7. **Describe how the project will be sustained beyond the funding period:** The toolkit project's primary investment is in its initial creation, which includes comprehensive legal research, expert input, and the production of high-quality, multilingual resources. Once established, the toolkit will continue to serve immigrant families, educators, and community members well beyond the initial funding period. Long-term sustainability will be supported through periodic updates as immigration laws, family law procedures, and local resources evolve. NMILC is committed to seeking additional funding and leveraging ongoing community partnerships to ensure the toolkit remains current, accurate, and responsive to changing conditions.
8. **Highlight long-term partnerships and future funding strategies:** This project represents a timely opportunity to strengthen and deepen existing partnerships with Community in Schools and Pegasus Legal Services, solidifying collaborative relationships that will continue beyond the funding period. These partnerships lay the groundwork for future collaborative fundraising efforts, drawing from diverse sources, including local foundations, private donors, and government grants, to support ongoing maintenance, translation updates, and expanded distribution efforts. Given the toolkit's immediate importance and demonstrated community need, NMILC will prioritize securing sustainable resources to maintain and expand this valuable community asset long term.

SECTION B: STAFF AND ORGANIZATIONAL EXPERIENCE

ORGANIZATIONAL EXPERIENCE

9. **Detail your experience working with immigrant populations and relevant program successes:** The New Mexico Immigrant Law Center (NMILC) has more than fifteen years of dedicated experience providing comprehensive legal services, advocacy, and community education to immigrant populations throughout New Mexico. NMILC has successfully guided thousands of individuals and families through complex immigration and family law matters, gaining a statewide reputation as a trusted and reliable source of legal support. NMILC consistently develops resources, conducts impactful "Know Your Rights" trainings, and advocates for policies that safeguard immigrant rights. NMILC has conducted numerous community listening sessions, workshops, and trainings, consistently demonstrating our commitment to centering community voices in the development of relevant, impactful resources and services. Program successes include 95% positive case closure of thousands of direct representation cases in immigration court, asylum victories, citizenship workshops, and emergency response resources tailored to the community's evolving needs. We have successfully grown our organizational budget, year after year, and have grown our staff to 50+ bilingual professionals.
10. **Highlight your expertise in providing resources, advocacy, and support:** NMILC is widely recognized for its expertise in developing and disseminating high-quality, multilingual legal resources, education, and direct support tailored specifically to immigrant communities. NMILC regularly produces accessible materials, including "Know Your Rights" presentations, self-help

legal templates, and emergency preparedness toolkits, all carefully designed to empower immigrant families to understand and assert their legal rights. These resources, offered in multiple languages and culturally responsive formats, consistently receive positive community feedback for their relevance and accessibility.

Beyond resource creation, NMILC is a leading advocate at local and state levels, influencing policy decisions that directly affect immigrant populations. Through strategic advocacy and community organizing, NMILC has successfully helped implement local protections, defended immigrant rights in legislative settings, and contributed to impactful policy shifts across New Mexico. Additionally, NMILC prioritizes providing holistic support to immigrant families, offering individualized legal services that achieve a 95% positive outcome rate for clients navigating complex immigration proceedings. NMILC also proactively responds to emerging needs through community-driven programming such as citizenship workshops, emergency response efforts, and culturally competent community outreach initiatives.

STAFFING DETAILS

- 11. List key staff members, their roles, level of effort, and qualifications:** The toolkit project will be led by highly qualified NMILC staff, including Anna Trillo, Staff Attorney, who will oversee specialized immigration legal research and accuracy. Anna has led material development and research for NMILC's economic justice programs and has 3 years of experience as an immigration attorney. Kevin Hopper, Creative Design Strategist, will ensure the toolkit is engaging, accessible, and user-friendly. Kevin has over 20 years of experience as a graphic designer. Managing Attorney Sophia Genovese will provide toolkit content oversight and ensure alignment with NMILC's legal standards. Ms. Genovese has led the development of self-help materials for asylum seekers, has over 7 years of experience as an immigration attorney, and serves as the liaison for the American Immigration Lawyers Association's NM/TX Chapter. Aurora Arreola, Policy and Economic Justice Program Manager, will facilitate community engagement, soliciting feedback from workshop to inform the toolkit's relevance and responsiveness. Ms. Arreola has coordinated NMILC's economic justice workshops and community listening sessions, and also supported focus groups with the Immigrant Well Being Project research team at UNM. Overall project supervision and coordination with partners will be led by NMILC Deputy Director of Programs and Advocacy, Teague Gonzalez, who supervises NMILC Managing Attorneys, leads strategic planning for NMILC, previously served as an Directing Attorney at the NM Center on Law and Poverty and has 20 years of legal experience.

COMMUNITY PARTNERSHIPS:

- 12. Describe your community partners and their roles in the project:** Pegasus Legal Services has extensive experience providing specialized legal services focused on children and families throughout New Mexico. Their expertise includes kinship guardianship, caregiver affidavits, and powers of attorney, ensuring family stability during challenging circumstances such as parental deportation. Pegasus Legal Services will contribute their specialized knowledge of New Mexico family law, particularly guardianship and caregiving arrangements for vulnerable children affected by deportation, ensuring accuracy and relevance of the legal content. Key staff liaisons from Pegasus Legal Services for Children include experienced legal professional, Bette Fleishman, who will conduct legal research on how the legal system can be leveraged to help families prepare for separation, or respond to the unexpected separation of a parent or caregiver. Topics included will include Kinship Guardianship laws, caregiver affidavits, power of attorney, adoption, custody arrangements, and the rights of minors to education and healthcare. Pegasus attorneys, under the supervision of Bette Fleishman, will develop content for the toolkit

summarizing and explaining relevant family laws and children's rights.

Community in Schools (CIS) has a well-established presence in Santa Fe, providing critical wraparound support to students and families within the educational system. CIS has deep-rooted connections with local schools and immigrant populations, providing culturally responsive wellness resources, academic support, and community linkages, significantly improving student outcomes. Community in Schools will utilize its extensive network within Santa Fe schools, expertise in community resource mapping, and proven track record of trusted relationships with immigrant families to lead translation efforts and widespread dissemination of the toolkit. Key staff liaisons from CIS include Lina Chavez de Lara and Lauren Iversen, bilingual program directors and community specialists, who will enhance the toolkit's content, translation, and distribution efforts.

- 13. Explain how these partnerships will enhance program effectiveness and reach:** These strategic partnerships will significantly enhance the program's effectiveness and reach, combining NMILC and Pegasus Legal Services' deep legal expertise with Community in Schools' comprehensive local knowledge, established community trust, and expansive school-based networks. The collaborative nature of this project ensures the toolkit will be legally sound, culturally relevant, and broadly accessible to the intended immigrant populations in Santa Fe.

SECTION C: DATA COLLECTION AND PERFORMANCE MEASUREMENT

DATA COLLECTION AND UTILIZATION

- 14. Detail your methods for collecting data for the program, the proposed performance measures for the program and how the organization will provide ongoing quality assurance. Explain how this data will be used to manage, monitor, and enhance the program's effectiveness:** Our approach to data collection will be both qualitative and quantitative, designed to ensure that the toolkit directly responds to real-time, emerging concerns from immigrant families since the recent federal administration changes. NMILC has observed a substantial increase—more than triple—in the number of inquiries and requests for guidance from immigrant families, students, and educators. We will systematically track these inquiries to ensure the toolkit addresses the most frequent and urgent issues currently experienced in the community.

To further refine and verify the toolkit's effectiveness, we will conduct structured focus groups and listening sessions with immigrant students and parents using the first draft. NMILC brings considerable expertise to this process, having successfully conducted numerous community listening sessions in the past, consistently leveraging direct community feedback to enhance program outcomes. These focus groups will enable us to evaluate clarity, usability, accessibility, cultural responsiveness, and practical value of the toolkit content. Performance measures will include:

- Degree to which participants report increased understanding of their legal rights and available resources after reviewing toolkit materials.
- Percentage of toolkit users who rate materials as accessible, clear, and responsive to their current needs.
- Volume of distribution (digital and physical copies) within Santa Fe schools and community organizations.
- Feedback from Community in Schools and other partner organizations regarding toolkit utility, community response, and suggestions for improvement.

NMILC will use the collected data to regularly evaluate toolkit effectiveness and make iterative improvements to content and distribution methods. Data from community feedback and performance metrics will be analyzed quarterly to identify gaps or new community concerns, ensuring continuous alignment with community needs. Program staff will also conduct periodic internal quality assurance reviews, verifying legal accuracy, cultural relevance, and language accessibility, and will make updates to maintain toolkit reliability as laws and local circumstances evolve. This ongoing cycle of data collection, feedback, and adjustment will ensure that the toolkit remains a valuable, responsive, and empowering resource for the immigrant community.

Section D: Cost Proposal

BUDGET OVERVIEW:

15. Provide a detailed breakdown of costs, ensuring it aligns with project goals. Explain how each expense supports the project's objectives.

Project Personnel			
Name	Title	Computation	Total
Teague Gonzales	Deputy Director of Programs and Advocacy	\$132,000 x .5 (six months) x .1FTE	\$6,600
Anna Trillo	Staff Attorney	\$76,400 x .5 (six months) x .25FTE	\$9,550
Sophia Genevese	Managing Attorney	\$100,320 x .5 (six months) x .2FTE	\$10,032
Kevin Hopper	Creative Design Strategist	\$70,720 x .5 (six months) x .2FTE	\$7,072
Aurora Arreola	Policy Manager	\$65,520 x .5 (six months) x	\$3,276
Total	\$36,530		

Personnel costs are based on a six-month expected grant period. Teague Gonzalez, Deputy Director of Programs and Advocacy, will oversee toolkit development, coordinate partnerships, and liaise with local and national organizations to integrate best practices and ensure alignment with community needs (.1 FTE over six months, \$6,600). Sophia Genevese, Managing Attorney, will provide expert oversight of legal research and toolkit content accuracy, ensuring all materials reflect current laws and policies (.2 FTE over six months, \$10,032). Anna Trillo, Staff Attorney, will conduct in-depth legal research and draft precise, accessible, and culturally responsive content tailored specifically to Santa Fe's immigrant community (.25 FTE over six months, \$9,550). Kevin Hopper, Creative Design Strategist, will manage the visual and practical design aspects of the toolkit, ensuring usability, accessibility, and clarity across digital and print formats (.2 FTE over six months, \$7,072). Aurora Arreola, Policy Manager, will integrate

community input from workshops, ensuring toolkit content directly addresses immigrant families' most pressing concerns (.1 FTE over six months, \$3,276).

Benefits		
Item	Computation	Total
NMILC benefits include retirement, health, dental, life, long term/short term disability insurance, workman's compensation, payroll taxes.	$\$36,530 \times 30\% =$	\$10,959

Fringe benefits for NMILC personnel include retirement contributions, health and dental insurance, worker's compensation, and payroll taxes. Benefits are calculated at 30% of total personnel costs (\$36,530), totaling \$10,959 for the six-month project period.

Partners		
Item	Computation	Total
Pegasus Legal Services	$\$150/\text{hour} \times 64.36 \text{ hours} =$	\$9,654

Pegasus Legal Services will provide legal research and writing services for the toolkit portions that relate to guardianships, power of attorney, and caregiver affidavits.

Indirect Costs		
Item	Computation	Total
Indirect Costs to support the project (includes office space, printing, insurance, software, etc.)	$\$57,143 \times 5\%$	\$2,857

NMILC will apply a 5% indirect cost rate to this project budget, adhering to the maximum allowable indirect rate set by the City of Santa Fe. While NMILC's actual indirect costs exceed this rate, we will cover any additional indirect expenses through other funding sources.

Budget Summary

- **Project Personnel:** \$36,530
- **Fringe Benefits (30% of Personnel):** \$10,959
- **Contractual (Pegasus Legal Services):** \$9,654
- **Indirect Costs (5% of total direct costs):** \$2,857

Total Project Cost: \$60,000

16. Confirm that the total request does not exceed the \$60,000 funding limit: We confirm that the request does not exceed the \$60,000 funding limit.



NEWMEXI-18

TKINSWA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/10/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Alliant Insurance Services, Inc. 401 Union St 31st Fl Seattle, WA 98101	CONTACT NAME: Tami Kinswa	
	PHONE (A/C, No, Ext): E-MAIL ADDRESS: Tami.Kinswa@alliant.com	
INSURED New Mexico Immigrant Law Center PO BOX 7040 Albuquerque, NM 87194-7040	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Columbia Casualty Company	31127
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab			LAS596606865	8/19/2024	8/19/2025	Limits 1,000,000
A	Professional Liab			LAS596606865	8/19/2024	8/19/2025	Gen Agg 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Santa Fe Children & Youth Commission
200 Lincoln Ave, Rm #122
Santa Fe, NM 87501

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

March 20, 2025

City of Santa Fe Children & Youth
Commission
200 LINCOLN AVE RM 122
SANTA FE NM 87501-1904

Account Information:

Policy Holder Details :	NEW MEXICO IMMIGRANT LAW CENTER
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Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/20/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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PRODUCER ALLIANT INSURANCE SERVICES INC/PHS 52802465 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME:	
	PHONE (A/C, No, Ext): (866) 467-8730	FAX (A/C, No):
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
INSURED NEW MEXICO IMMIGRANT LAW CENTER PO BOX 7040 ALBUQUERQUE NM 87194-7040	INSURER A : Sentinel Insurance Company Ltd. 11000	
	INSURER B : Hartford Fire and Its P&C Affiliates 00914	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			52 SBA TZ1102	08/19/2024	08/19/2025	EACH OCCURRENCE \$2,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
	General Liability						MED EXP (Any one person) \$10,000
							PERSONAL & ADV INJURY \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$4,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$4,000,000
	OTHER:						
A	AUTOMOBILE LIABILITY			52 SBA TZ1102	08/19/2024	08/19/2025	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000
	ANY AUTO						BODILY INJURY (Per person)
	ALL OWNED AUTOS		SCHEDULED AUTOS				BODILY INJURY (Per accident)
	HIRED AUTOS	<input checked="" type="checkbox"/>	NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE
							AGGREGATE
	DED		RETENTION \$				
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			52 WEC GA2413	08/19/2024	08/19/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				E.L. EACH ACCIDENT \$1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE \$1,000,000
							E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDERCity of Santa Fe Children & Youth
Commission
200 LINCOLN AVE RM 122
SANTA FE NM 87501-1904**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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Signature: 

Email: xivigil@santafenm.gov